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Work and Policy of the Nutrition Programs Branch
Office of Distribution, War Food Administration

1. Authorization under which Nutrition Programs Branch operates:
 - a. Executive Order 8890 (September 1941) establishing the Nutrition Division and the Division of Health and Welfare in the Office of Defense Health and Welfare Services
 - b. Executive Order 9310 (March 1943) transferring the Nutrition Division of the Office of Defense Health and Welfare Services to the U.S. Department of Agriculture.
2. Functions of Nutrition Programs Branch as related to nutrition activities
 - a. Primary functions. The primary functions of the Nutrition Programs Branch (Formerly Nutrition Division, ODHWS) derive from pertinent terms of Executive Order #8890, quoted below:
 - (1) "Serve as the center for the coordination of . . . nutrition . . . services made available by the departments and agencies of the Federal Government, and other agencies public and private, to meet the needs of State and local communities arising from the defense program; and take necessary steps to secure the cooperation of the appropriate Federal departments and agencies relative thereto.
 - (2) "Make available to States and localities, upon request, the services of specialists in . . . nutrition . . . activities to assist in the planning and execution of such local and State programs.
 - (3) "Study, plan, and encourage measures designed to assure the provision of adequate defense . . . nutrition . . . services to the citizens of the Nation during the period of the emergency, and coordinate studies and surveys made by Federal departments and agencies with respect to these fields."
 - b. Supplementary functions (especially those intensified by war conditions): To adapt the above functions to the needs of the War Food Administration in relation to the available wartime food supply.
3. Policy of Nutrition Programs Branch as reflected at:
 - a. Federal level. The Branch develops its programs in consultation with representatives of agencies carrying on nutrition activities related to their individual spheres of responsibility, working through such committees as:
 - (1) Interdepartmental Nutrition Coordinating Committee. This committee has representation from 26 agencies interested in food and nutrition.
 - (2) Nutrition Planning Committee. This committee is made up of those agencies represented on the Interdepartmental Nutrition Coordinating Committee primarily concerned with field operations.

- b. In the States. The State nutrition committees exist as voluntary organizations in all States, the District of Columbia, Puerto Rico, and Hawaii. The Branch maintains relations with these committees keeping them informed of programs which the States may adapt to meet their own needs, and furnishing them on request with personnel to serve as executive secretaries. The State committees have organized county and local nutrition committees. These local committees receive program suggestions from the State nutrition committees which, like the Federal suggestions, are adapted to meet local needs.

4. Media through which the Branch operates

a. Field consultants, executive secretaries, and special services

- (1) Field consultants in each of 5 regions maintain field contact with the State nutrition committee chairmen and executive secretaries, acting in an advisory and consultative capacity regarding various phases of the program.
- (2) The executive secretaries work under the immediate direction of the State nutrition committees to facilitate the development of the State programs. The field consultants work with the executive secretaries on administrative problems that arise.
- (3) Special services have been developed in the interest of bringing the nutrition program to the attention of the following special groups: (a) Labor, (b) Medical and Health Professions, (c) Negro nutrition committees, and (d) Food Industries and Advertisers.

b. Publications

- (1) Monthly Nutrition News Letter
- (2) Basic Education materials which are developed in cooperation with other agencies, such as: the Food Chart; and the National Wartime Food Guide.

c. Conferences

- (1) National and Regional conference with State chairmen
- (2) Quarterly conferences of Interdepartmental Nutrition Coordinating Committee with special emphasis on the food situation
- (3) Monthly meetings of the Nutrition Planning Committee
- (4) Conferences of field workers and special groups

d. Workshops and demonstration projects in cooperation with other agencies.

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